

STATE PROCUREMENT OFFICE

***Updated SPO VENDORS LIST NO. 99-20 (All Islands)**
(*Update includes Change Nos. 1-6)

PRINTER VENDORS LIST

July 15, 2000 to January 14, 2001
(RFP-99-058-SW)

Note: Those individuals authorized to use the previously issued *PC Vendors List* are also authorized to use the *Printer Vendors List*.

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this vendor list:

1. Executive Branch;
2. Office of Hawaii Affairs;
3. County of Kauai;
4. County of Maui;
5. City and County of Honolulu
6. House of Representatives; and
7. The Judiciary

EXCEPTION TO THE VENDOR LIST. When the use of this list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the list. Executive Branch agencies shall use SPO Form-5 (dated 9/18/96 or later), "*Request for Authorization to Purchase Outside of the Price List*", for this purpose.

QUESTIONS relating to this vendors list may be directed to Ms. Ruth Yamaguchi of the State Procurement Office, telephone (808) 586-0567; facsimile (808) 586-0570.

PURCHASE ORDERS shall be placed with the vendors listed herein. A detailed listing of vendors and the manufacturer product lines they represent follows.

Agencies are instructed to obtain the appropriate Vendor Codes for remittance purposes from the "Alphabetical Vendor-Edit Table Report" available at your department's fiscal office, and annotate the vendor code on the purchase order.

Agencies are advised to retain a copy of this Vendors List should future reference to specific terms and conditions be necessary.

VENDORS

Business Technology Group, Inc.
dba Connecting Point Business Technology Centers

CompUSA, Inc.

PC Specialist, Inc.
dba Technology Integration Group

UNIT PRICES quoted by the vendors includes delivery to the agency's designated user location, freight charges, maintenance during the one (1) year warranty period, and all applicable costs and taxes.

"SPO VENDORS LIST NO. 99-20" should be noted on purchase orders issued against this Vendors List.

PROCUREMENT PROCEDURE UNDER THIS CONTRACT. Agencies will be required to procure Printers (excluding Apple Macintosh printer products) from the vendors awarded contracts as a result of this RFP and in accordance with the following procedures issued by the State Procurement Office (see also *Exhibit A*):

Agency responsibility to solicit quotations: Agencies are required to solicit quotes from all vendors on the Printer Vendors List:

Considering all factors, including but not limited to price, quality, warranty and delivery, purchase shall be made from the vendor with the most advantageous quotation. Agency will complete the *Printer Selection Form (attached, Exhibit B)* and retain the form in their procurement file.

For expenditures of \$100,000 or more, agencies must receive prior approval of their Departmental DP Coordinator (information technology manager) before making the purchase.

Vendor's responsibility to provide quotations: Vendors are required to provide written quotations within three (3) business days of written agency request for expenditures less than \$100,000. For expenditures \$100,000 and greater, vendors are required to provide written quotations within five (5) business days of written agency request. Vendors not fulfilling this requirement shall be reported to the State Procurement Office. If a Vendor is unable to provide a quotation, they shall submit a negative response to the agency outlining why they are unable to reply. Price quotations shall be valid for at least thirty (30) calendar days unless a shorter time is specified by the vendor.

Consideration of Quotations: Agencies must consider all quotations received.

Failure to receive two (2) quotations: Agencies which do not receive a minimum of two (2) quotations for product and pricing for expenditures of \$100,000 and greater, must receive Chief Procurement Officer approval before executing the procurement.

Uniform request for quotations: Agency is responsible for preparing a uniform request for product and pricing quotations and submitting the same request to all vendors. At a minimum, agency shall specify the minimum requirements of the Printers (i.e. laser, dot matrix, inkjet, monochrome, color, speed, memory, paper handling), delivery location(s), delivery time if less than thirty (30) calendar days, installation, extended warranty, purchase, lease or rent.

Under this contract, agencies may request quotations on a generic, brand name or equal, or product-specific basis. When agencies request quotations on a product-specific basis (e.g. Compaq or IBM only), SPO Form-14, *Request for Restrictive Specifications* must be submitted to the Chief Procurement Officer for prior approval. SPO Form-14 is attached.

Qualifying Equipment: Laser, inkjet, dot matrix, monochrome, and color Printers shall be acquired from the Printer Vendors List. Agencies shall utilize the Printer Vendors List for the procurement of Printers only and not individual components (i.e. additional memory, printer trays, or other accessories) for existing printers.

Agencies may procure the following with their Printers at the time of ordering: additional or upgraded memory, accessories, additional paper trays, network interface cards, printer cables, and extended manufacturer warranties.

Limitation on Product Lines: Vendors are limited to representing no more than four (4) manufacturer product lines on the Vendors list. All product lines shall be identified in Offeror's proposal. For any given request for quotation, vendors may submit only one quote regardless of the number of manufacturer product lines represented by the vendor. Vendors may add and/or delete manufacturer product lines with State approval, however the total number of product lines shall not exceed four (4)

DELIVERY. The Vendor must deliver all products ordered on the purchase order to the specified location within a maximum of thirty (30) calendar days after Vendor's receipt of the purchase order (unless faster delivery requirements have been specified by the purchasing agency).

If the Vendor cannot meet the scheduled delivery time, the Vendor must notify the purchasing agency of the reasons for the delay and make arrangements for a later delivery. The purchasing agency may waive the required delivery time if the delay is reasonable or beyond the control of the Vendor. The determination of whether the delay is reasonable or beyond the control of the Vendor is within the sole discretion of the purchasing agency.

ACCEPTANCE. The purchasing agency must accept or reject the system within ten (10) calendar days after delivery (or Vendor's installation) of the system.

ON-SITE WARRANTY of the items furnished herein shall be guaranteed by the Vendor for a minimum period of one (1) year from acceptance by the purchasing agency, or as guaranteed by the manufacturer, whichever is longer. The warranty shall protect the purchasing agency against defects resulting from the use of defective or inferior materials, against defects resulting from negligent workmanship, and against all design and manufacturing defects.

Vendor shall replace or repair, at the user's site of the installed product, any defective workmanship and/or materials with equal or better parts at no cost to the purchasing agency for parts and labor during the warranty period, provided such defects are not due to abuse or negligence on the part of the purchasing agency.

Only parts that are manufacturer authorized as to not void the warranty shall be used in warranty repair. All parts shall be of new manufactured condition. Reconditioned parts will not be acceptable.

Minimum Response Times Required for Corrective Maintenance Requests.

- I. **Response Time:** The Vendor shall acknowledge receipt of any call for corrective on-site service within TWO (2) hours.
- II. **Resolution Time:** On Oahu, the problem must be resolved to the user agency's satisfaction within twenty-four (24) hours after the initial call. On the islands of Hawaii, Maui, and Kauai, the problem must be resolved to the user agency's satisfaction within forty-eight (48) hours after the initial call. On the islands of Molokai and Lanai, the problem must be resolved to the user agency's satisfaction within seventy-two (72) hours after the initial call.

If the problem cannot be resolved within the times indicated, the Vendor must inform the user agency of the reasons for the delay and provide an estimated completion time.

QUALITY of the equipment furnished shall be new and with warranties applicable to new equipment. All equipment supplied shall be labeled and/or embossed with the manufacturer's name, logo, serial number, and/or part number. It shall be free from defects, which may render it unfit to use. Damaged or rejected items must be immediately removed from the site and replaced with items of the quality required by these specifications, at no cost to the State.

Failure to replace or to remove any rejected item shall not relieve the Vendor from the responsibility imposed upon it by the contract.

The ordering agency may, at any time, by written order, stop the delivery of equipment not conforming to these specifications. Such stop order shall not relieve the vendor of its obligation to complete its work within the contract time limits, nor shall it in any way terminate, cancel, or abrogate the contract or any part thereof.

VENDOR LIST AVAILABLE ON HAWAII FYI. Agency with a compute and modem may retrieve a copy of this list via the State's Hawaii FYI electronic gateway by dialing the following modem number:

Hawaii	974-6640
Kauai	274-3600
Maui	984-2000
Oahu	587-4800

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

This list is also available on the Internet at www.hawaii.gov/icsd/dags/prices/pricelst.html.

USE OF VENDORS LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 42D or 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price or vendors lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

At the time of award SPO will inform vendor(s) of those nonprofits interested in participating.

VENDOR EVALUATION form should be used to report complaints or commendations; a form is attached for your convenience. Agencies are encouraged to use the form whenever appropriate. Completed form(s) may be mailed or faxed to the State Procurement Office, Attn: Ruth Yamaguchi, FAX No. (808) 586-0570).

Procurement Officer

VENDOR INFORMATION

BUSINESS TECHNOLOGY GROUP, INC.

Address to send Purchase Orders and Payments:

360 Hoohana Street
Kahului, HI 96732

Address to send Payments:

c/o IFSC
P.O. Box 844424
Dallas, TX 75284-4424

Product lines represented: Epson
Hewlett Packard
NEC
Xerox

Contact Person(s): Steven Melendez

Telephone and Facsimile Numbers:

(888) 871-8171
(808) 871-4646 (Fax)

COMPUSA, INC.

Address to send Purchase Orders

604 Ala Moana Blvd.
Honolulu, HI 96813

Address to send Payments:

CompUSA
P.O. Box 200670
Dallas, TX 75320-0670

Product Lines represented: Epson
Hewlett Packard
Lexmark
Xerox

Contact Person(s): John Bingaman, Direct Sales Manager

Telephone and Facsimile Numbers:

(808) 543-6002
(808) 543-6683 (Fax)

E-mail: john_bingaman@compusa.com

PC SPECIALIST, INC. dba TECHNOLOGY INTEGRATION GROUP

Address to send Purchase Orders:

660 Ala Moana Blvd., #214
Honolulu, HI 96813

Address to send Payments:

P.O. Box 85244
San Diego, CA 92186-5244

Product lines represented: Hewlett Packard

Lexmark

Tektronix

Xerox

Contract Person(s):

Jan Takasaki	524-6652 x130	jtakasaki@tig.com
Lester Morikawa	524-6652 x109	lmorikawa@tig.com
Thomas Mann	524-6652 x132	tmann@tig.com

Telephone and Facsimile Numbers

(808) 536-2845 (Fax)

(800) 848-2397 (Neighbor Islands)

(888) 270-5355 (Neighbor Islands Toll free fax)

Internet Address: www.tig.com

PRINTER SELECTION FORM

(retain in your procurement file and attach copy to purchase order)

Quote #	Make/Model of Printer	Unit Price	Qty	Total Price	Vendor
1					
2					
3					
<i>Agency must solicit three vendors for purchases less than \$50,000 (and leases of up to 20 Printers)</i>					
4					
<i>Agency must solicit all vendors for purchases \$50,000 and greater (and leases of more than 20 Printers)</i>					

Quote Selection: _____ # _____

Date: _____

This Quote is most advantageous for the following reason(s): _____

Quotation Requested and Selection Decision by:

Name _____

Signature _____

Department/Division _____

Phone/Fax Numbers _____

Approval of Departmental DP coordinator for expenditures of \$100,000 or more.

(Signature)

(Date)

Approval of CPO for expenditures of \$100,000 and greater failing to receive two (2) quotations for product and Pricing:

(Signature)

(Date)

PRINTER WRITTEN QUOTATIONS

(retain in your procurement file)

TO: _____ Telephone: _____

_____ Facsimile: _____

FROM: _____ Telephone: _____

_____ Facsimile: _____

=====

AGENCY TO COMPLETE SECTION BELOW

PROVIDE A QUOTATION for the following Year 2000 compliant equipment (Agency shall indicate below the specifications of the equipment and if the specification is a minimum or approximate requirement):

Make/Model,
or equal _____

Laser: _____

Inkjet: _____

Dot Matrix: _____

Color: _____

Monochrome: _____

Speed: _____

Memory: _____

Paper Trays: _____

Paper Capacity: _____

Printer Cable: _____

Network Interface Card: _____

Installation: _____

Extended Warranty: _____

Delivery Time: _____

Delivery Locations: _____

Purchase/Lease/Rent: _____

Other: _____

Agency may use this form or prepare a separate request. Agency is responsible for preparing a uniform request for product and pricing quotations and submitting the same request to all vendors.

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VENDOR TO COMPLETE SECTION BELOW

Date: _____ Quotation Expires on: _____ *

Vendor Representative: (Name) _____

(Signature) _____

*Quotation shall be valid for at least thirty (30) calendar days unless a shorter time is specified by the vendor. Vendor shall fax this form to the agency above with quotation addressing the stated requirements. Pricing shall include delivery to location(s) designated, and all applicable costs and taxes.

Exhibit C

Revised 1/15/00

PROCUREMENT PROCEDURES FOR PRINTER VENDORS LIST

Agencies shall procure laser, inkjet, and dot matrix printers (excluding Apple Macintosh printer products) from the vendors listed on the Printer List in accordance with the following procedures:

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Considering all factors, including but not limited to price, quality, warranty and delivery, purchase shall be made from the vendor with the most advantageous quotation. Agency will complete the Printer Selection Form (*attached, Exhibit B*) and retain such form in their procurement file.

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Agencies may procure additional or upgraded memory, accessories, network interface cards, additional paper trays, printer cables, and extended manufacturer warranties with the printers when ordering.

Questions should be directed to your Departmental DP Coordinator, or to the State Procurement Office, Attn: Ruth Yamaguchi at (808) 586-0567 phone or (808) 586-0570 facsimile.

Exhibit A

Revised 7/15/00

STATE OF HAWAII
REQUEST FOR RESTRICTIVE SPECIFICATIONS

TO: Chief Procurement Officer

FROM:

(Department/Division/Agency)

Pursuant to Section 3-122-13, HAR, the Department requests approval to purchase the following commodity (\$25,000 or more) using restrictive (brand name) specifications:

Description of Item/Product (Brand/Manufacturer Name, Model No./Product No., etc.):

The department hereby makes the following determination that only the above specified item will satisfy its needs and that it is not practicable to use a less restrictive specification:

(1) The above specified item has the following unique features, characteristics, or capabilities:

(2) The unique feature(s), characteristic(s), or capability(ies) are essential for the department to accomplish its work for the following reason(s):

(3) The following other commodities were investigated but do not meet our needs because:

(4) The following are possible sources for the commodity requested:

Direct questions to: _____ Phone: _____

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT, AND THAT THE COMMODITY IS AVAILABLE THROUGH MORE THAN ONE SOURCE.

Department/Agency Head

Date

Title (If other than Department/Agency Head)

Chief Procurement Officer's comments:

Please ensure adherence to applicable administrative and statutory requirements.

☐ APPROVED ☐ DISAPPROVED

Chief Procurement Officer

Date

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

July 12, 2000

MEMORANDUM

TO: Executive Branches (Except UH & DOE)

FROM: Procurement Officer

SUBJECT: Change no. 6
SPO Vendors List No. 99-20 (All Islands)
PRINTERS VENDORS LIST
(RFP 99-058-SW)

REPLACE SPO Vendors List No. 99-20 (All Islands) and changes No. 1-6 with the attached REVISED 7/15/00 SPO Vendors List No. 99-20. The following are some of the changes in the revised list:

1. Term of contract is extended to January 14, 2001.
2. For all expenditures quotes required from all vendors.

Procurement Officer

Attachments